

**From:** [Hogan-Chereskin, Jean](#)  
**To:** [Gupta, Kaushal](#)  
**Subject:** FW: LCD Delivery of VHDs on Tuesday, 5.30.2017  
**Date:** Wednesday, December 06, 2017 11:03:08 AM

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**From:** Hogan-Chereskin, Jean  
**Sent:** May 26, 2017 2:22 PM  
**To:** Haugland, John <haugland.john@epa.gov>  
**Cc:** Ward, Anthony L <ward.anthonyl@epa.gov>; 'Harris, Michael' <harris.michael@epa.gov>  
**Subject:** LCD Delivery of VHDs on Tuesday, 5.30.2017

Hi John

We would like to begin delivery on the 16<sup>th</sup> floor – 5 VHDs.

Thank you.

	Name	LAND & CHEMICALS DIVISION	Location	Extension Cord Required
1	Ex. 6	REMEDATION AND REUSE BR	Ex. 6	Yes
2		CORRECTIVE ACTION SECTION 1		Yes
3		CORRECTIVE ACTION SECTION 2		Yes
4		CORRECTIVE ACTION SECTION 2		Yes
5		MUNICIPAL & INDUSTRIAL MATERIALS SCTN		Yes

**From:** Haugland, John  
**Sent:** May 22, 2017 10:02 AM  
**To:** Hogan-Chereskin, Jean <[hogan-chereskin.jean@epa.gov](mailto:hogan-chereskin.jean@epa.gov)>; Ward, Anthony L <[ward.anthonyl@epa.gov](mailto:ward.anthonyl@epa.gov)>  
**Cc:** Williams II, Joseph <[williamsii.joseph@epa.gov](mailto:williamsii.joseph@epa.gov)>  
**Subject:** RE: LCD - VHDs

Oops, yeah, we can start delivering on May 30. At that point, it's up to you guys when you want to start sending me the requests. If you want the first few to be delivered on May 30, then you can send the requests toward the end of this week, if they are ready. Keeping in mind, it could be half to a full day lag from when I receive a request to when it gets delivered.

**From:** Hogan-Chereskin, Jean  
**Sent:** Monday, May 22, 2017 8:09 AM  
**To:** Haugland, John <[haugland.john@epa.gov](mailto:haugland.john@epa.gov)>; Ward, Anthony L <[ward.anthonyl@epa.gov](mailto:ward.anthonyl@epa.gov)>  
**Cc:** Williams II, Joseph <[williamsii.joseph@epa.gov](mailto:williamsii.joseph@epa.gov)>  
**Subject:** RE: LCD - VHDs

Thank you, John. We will be ready. Actually, Monday, 5.29.2017 is a Holiday...so we should expect the initial deliveries on Tuesday, 5.30.2017?

**From:** Haugland, John  
**Sent:** May 19, 2017 5:08 PM  
**To:** Hogan-Chereskin, Jean <[hogan-chereskin.jean@epa.gov](mailto:hogan-chereskin.jean@epa.gov)>; Ward, Anthony L <[ward.anthonyl@epa.gov](mailto:ward.anthonyl@epa.gov)>  
**Cc:** Williams II, Joseph <[williamsii.joseph@epa.gov](mailto:williamsii.joseph@epa.gov)>

**Subject:** RE: LCD - VHDs

Hi Jean and Tony,

We should be able to start delivery of these stand-up desks on **May 29**. Because the number of deliveries depends in part on JVS' work load, and in part on if the people have created a space, oh, and for ease of tracking, I'm asking if you can send a separate email to Joseph Williams II, with a cc to me, for each person when they are ready to receive the desk. I anticipate that JVS will be able to deliver around 6-8 desks per day. We typically have been asking for delivery on the afternoon of receiving the request or the following day, depending upon when we get the request. Tony, let us know if there are any days when you are not in the office physically, so can't disconnect/reconnect, and we won't request delivery on those days.

J

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**From:** Hogan-Chereskin, Jean  
**Sent:** Wednesday, May 10, 2017 10:22 AM  
**To:** Haugland, John <[haugland.john@epa.gov](mailto:haugland.john@epa.gov)>  
**Cc:** Ward, Anthony L <[ward.anthonyl@epa.gov](mailto:ward.anthonyl@epa.gov)>  
**Subject:** LCD - VHDs

Hi John

Hope all is well. Please let me know when we are on the schedule for JVS delivery. Six to the 16<sup>th</sup> floor; 10 to the 17<sup>th</sup> floor.

SOP: 2a. - If the user needs an extension cord, the PCDoc will notify ESB.

	Name	LAND & CHEMICALS DIVISION	Location	Extension Cord Required
1	Ex. 6	REMEDIATION AND REUSE BR	Ex. 6	Yes
2		CORRECTIVE ACTION SECTION 1		Yes
3		CORRECTIVE ACTION SECTION 2		Yes
4		CORRECTIVE ACTION SECTION 2		Yes
6		LAND & CHEMICALS DIVISION		Yes
7		TOXICS SECTION		Yes
8		PESTICIDES & TOXICS COMPLIANCE SCTN		Yes
9		PESTICIDES & TOXICS COMPLIANCE SCTN		Yes
10		PESTICIDES SECTION		Yes
11		UNDERGROUND STORAGE TANKS SECTION		Yes
12		RCRA COMPLIANCE SECTION 1		Yes
13		RCRA COMPLIANCE SECTION 1		Yes
14		STATE AND TRIBAL SERVICES SECTION		Yes
15		CHEMICALS MANAGEMENT BRANCH		Yes
16		RCRA BRANCH		Yes

Thank you  
Best,  
Jean  
6.4435